

Exam Accommodation Procedures

If you are eligible for exam accommodations, the following procedures highlight the necessary actions to ensure access to your accommodations. Please be mindful of the deadlines for each exam when scheduling your tests.

Please contact the Testing Assistants, at (415) 405-3729 for cancellations, rescheduling of exams, or scheduling pop quizzes. For any other scheduling concerns or questions, contact Erin Elgersma, Academic Accommodations Coordinator at (415) 338-7179.

1. Before you schedule your exam

- Ensure your DPRC file indicates your eligibility for exam accommodations.
NOTE: Any changes to your exam accommodations require approval by a DPRC specialist prior to your exam. Changes to your accommodations will not occur during an exam.
- If you have not received or need an additional copy of your Reasonable Accommodations Verification (RAV) memo, request one from the DPRC front desk.

2. Schedule your exam

- Share your Reasonable Accommodations Verification (RAV) memo with your instructors and complete the EAR Form with them, listing all the exams for a single course on one form, including the final exam.
 - Contact a DPRC specialist immediately if you have any questions or concerns about meeting with your instructors about your accommodations.
- Return the signed and completed Exam Accommodation Request (EAR) Form to the Testing Assistants at the DPRC by the deadline listed on the EAR Form.
 - Students, NOT instructors, are responsible for submitting the EAR Form to the DPRC.

NOTE: Late submission of your EAR form may require rescheduling an exam. In all cases, when exams are rescheduled, DPRC will need the instructor's approval prior to your rescheduled exam date.

3. During your exam

- The test proctor will inspect all test materials before beginning your test.
- Cell phones and other handheld devices must be left with the test proctor.
- You will be allotted the time indicated on the EAR Form, taking your reasonable accommodations into account. The test proctor will stop the test at the designated end time. You may ask the test proctor to give you a 10 minute warning before the end of your exam.

NOTE: If you arrive late to your exam, your end time will remain as scheduled and you will not receive back the time lost. In extenuating circumstances you may ask DPRC to reschedule your exam for another time with your instructor's approval.

The Student Conduct Code must be adhered to during the course of the exam. The use of unauthorized materials during an exam results in immediately stopping the exam and notifying the instructor. In the event that a conduct violation occurs, the instructor has the option to refer a student to the Director of Student Conduct in Student Affairs/Enrollment Management for disciplinary action.

4. Returning your exam

When your exam is completed, your exam will be returned to your instructor via the method indicated on your EAR form for that course.



Summer 2017 E.A.R FORM

(Form for Exam Accommodation Requests)

The DPRC will make every effort to schedule exams so that they overlap with the class schedule

EAR Form Deadlines:

- All tests must be scheduled one week prior to the test date. Proctoring hours: Monday - Friday from 9 AM to 5 PM. Please call for consult if needed outside of these hours.

Student Completes This Area

Please use this form to enter all exams for one course only. Note that you, the student, are responsible for confirming all exam dates and times with the DPRC.

Student's Name, Student ID, Phone Number, Email

Student's Signature

by signing, I agree to the procedures outlined on the back of this form

Date and Time of Quizzes, Exams and/or Finals

Course Prefix, Number, and Section; Date and Time grid

Instructor Completes This Area

Standard Exam Procedures. Only complete this form if the student has presented a "DPRC Reasonable Accommodation Verification memo".

Length of Classroom Quizzes/ Exams, Length of Classroom Final Exam, Open Book, Calculator, Flexible/Same day start time, Blue Book, Scantron/Zeus, Pages of notes allowed, Other (e.g.flexible day range)

Test Delivery Request: (please put student's name on exam)

- Instructor will e-mail test to dprctest@sfsu.edu, iLearn Exam, Instructor will deliver test to DPRC (SSB 105), Student will deliver to DPRC in a sealed envelope

Test Return Request:

- DPRC will scan and email to instructor (default if instructor doesn't check return method), iLearn Exam, Instructor will pick up from the DPRC office (SSB 105), Student will return to instructor in a sealed envelope to Room: Building:

Instructor's Name (Print), Phone and Email, Signature Field

DPRC Use Only (Authorized Accommodations)

Extended Time, Low distraction, Private Room, Large Print, Braille, Writer/Scantron, Writer/Dictation, Reader, Computer, Software, Other

Date Stamp